OFFICE OF THE CONSERVATOR OF FORESTS, SHIMOGA CIRCLE, SHIMOGA.

Notification dated 21st October 1965.

No. Mis. 9254 CODE/65-66. It is hereby notified for the general information of the public, the territorial jurisdiction under the control of a Forester is nomenclatured as "Section" in Shimoga Circle. This will come into effect at once.

4768 Y. M. L. SHARMA, *Conservator of Forests.*

UNIVERSITY OF AGRICULTURAL SCIENCES.

OFFICE OF THE UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE.

Notification dated 15th October 1965.

No. REG 4. (Published in accordance with Section 41 1) (b) of the University of Agricultural Sciences Act, 1963)

REGULATIONS—IV.

Sanction of Leave to the Employees of the University.

General :

1 Unless in any case, it be otherwise distinctly provided, these rules apply to all University employees.

2 Leave is earned by duty only and no leave can be claimed as of right. When the exigencies of the University service so require, discretion to refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

3 The Administrative Officer of the University is empowered to sanction leave under these rules, to all employees of the University, with the prior approval of the Vice-Chancellor in cases of leave to the Officers of the University. The Heads of Institutions may sanction any leave admissible under these rules to all employees working under them, when no substitute is necessary and when the sanction of such leave is not likely to dislocate or disrupt the normal work of the Institution. Casual leave admissible may be sanctioned to subordinate staff by Officers under whom such staff are working.

4 When the day immediately preceding the day on which a University servant's leave begins or immediately following the day on which the leave expires, is a holiday or one of a series of continuous holidays, the University servants may prefix or suffix such holidays to the leave sanctioned.

5 Cases of unauthorised absences shall be treated as misbehaviour and dealt with under the rules of discipline. If the authority empowered to sanction leave in such cases is satisfied that the absence was due to causes beyond control and not wilful, the absence may be treated as leave at credit of the employee.

6 Leave applied for on medical grounds shall be on the production of medical certificate issued by a registered medical practitioner.

7 Leave account shall be maintained in respect of each employee in the form prescribed by the University.

8 Leave at the credit of the employee in his leave account shall lapse on the date of compulsory retirement provided that if before that day he has (1) formally applied for leave preparatory to retirement and been it refused or (2) ascertained in writing from the sanctioning authority that leave preparatory to retirement if applied for would not be granted in either case, the ground for refusal being the exigency of the University service, then the University employee may be granted after the date of retirement, the amount of leave so refused subject to the limit prescribed in rule 10.

9 The following kinds of leave shall be admissible.

A. Earned Leave
B. Half pay leave and commuted leave
C. Extraordinary leave
D. Maternity leave
E. Casual leave

A. Earned Leave :—

10 Earned leave is leave earned in respect of periods spent on duty. One eleventh of the period spent on duty shall be admissible to an employee as earned leave provided that the employee ceases to earn such leave when the leave due amounts to one hundred and eighty days. The maximum earned leave that may be granted at a time to an employee shall be one hundred and twenty days provided it may be extended to one hundred and eighty days on medical certificate.

Note:—In calculating "Earned leave" the actual number of days of duty performed should first be counted and then multiplied by 1/11, the product expressed in days (and fractions of the day) and limited to the maximum earned leave being admissible under the rules.

11 An employee on earned leave is entitled to leave salary equal to the pay on the day before the leave commenced.

B. Half pay leave and commuted leave :—

12 (a) The half pay leave admissible to an employee in respect of each completed year of service is 20 days.

(b) The half pay leave due may be granted to an employee on medical certificate or on private affairs.

(c) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate or private affairs to an employee subject to the following conditions :—

(i) Commuted leave during the entire service should be limited to a maximum of 240 days.

(ii) The maximum commuted leave on private affairs that may be granted at a time shall be 120 days.

If commuted leave on private affairs is combined with earned leave, the total period should not exceed 180 days.

(iii) The total duration of earned leave and commuted leave on medical certificate taken in conjunction shall not exceed 240 days.

(iv) No commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

(v) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

13 An employee on half pay leave is entitled to a leave salary equal to half the pay on the day before the leave commenced and an employee on commuted leave is entitled to leave salary equal to the pay on the day before the leave commenced.

C. Extraordinary Leave :—

14 (a) Extraordinary leave may be granted to an employee in special circumstances:

(i) When no other leave is by rule admissible or

(ii) When other leave is admissible but the employee concerned applied in writing for the grant of extraordinary leave.

(b) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(c) An employee on extraordinary leave is not entitled to any leave salary.

D. Maternity Leave :—

15 Maternity leave of absence from duty may be granted on full pay by the sanctioning authority to married women employed for a period not exceeding 3 months at its discretion provided in no case shall maternity leave extend beyond 6 weeks from the date of confinement.

Note.—(1) Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate,

(2) Maternity leave under this rule may also be granted in the case of miscarriage including abortion.

(3) Maternity leave should not be debited to leave account.

E. Casual Leave.—

16 Casual leave may be granted to all employees of the University for 15 days in each calendar year, but not for more than 7 days at a time.

Casual leave to temporary staff will be granted in the same manner as to those holding permanent appointments. In the case of new entrants, it should be calculated in proportion to the period of service for the remaining portion of the calendar year in which they first join service.

17 Casual leave shall be granted only when it can be given without inconvenience to the University service. It shall not ordinarily be granted in continuation of other leave but it may be combined in any manner with Sundays and other authorised holidays provided that not more than 7 days casual leave exclusive of such Sundays and holidays shall be taken during one period of absence and provided also that such period of absence shall not exceed 10 days in all.

18 An employee on casual leave is treated as on duty.

By Order

K. A. JALIHAL, *Registrar, University of Agrl. Sciences.*

DEPARTMENT OF PUBLIC INSTRUCTION

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, BANGALORE.

Notification dated 12—15th October 1965.

No. E8 37875 Mis. 324/65-66. It is hereby notified for information of all concerned that the Managing Committee of the Municipal High School, Birur is reconstituted with the following members for a period of 3 years with immediate effect :—

1	The Deputy Commissioner, Chickmagalur.	President.
2	The Deputy Director of Public Instruction, Chitradurga.	Member.
3	Tahsildar, Kadur.	Member.
4	Sri K. S. Mallikarjuna Prasanna, President, Town Municipal Council Birur (Chickamagalur District).	Member and Secretry.
5	Sri D. H. Rudrappa, Member, Town Municipal Council, Birur, Chickmagalur District.	Member.
6	Sri D. M. G. Rudrappa, Member, Town Municipal Council, Birur, Chickamagalur District.	
7	The Head Master, Municipal High School, Birur, Chickamagalur District.	Member.

4598 *Joint Director* I/c.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE TEXT BOOK COMMITTEES, 14 WEST KUMARA PARK, BANGALORE-20.

Notification No. TBC 24—65, dated 27th October 1965.

Sub :—Prescription of Text Books for Secondary Schools for the year 1965-66.

Ref :—This office Notification No. TBC 4/65, dated 10th May 1965.

It is further notified for the information of the public that the following are the supplementary list of Text Books prescribed for the school year 1965-66 for the classes and subjects indicated therein :—

Std.	Name of the book	Name of author	Name of publisher	Price	Zone
	Optional Science—Urdu Medium.				
IX	Higher Secondary Opt Chemistry	Jani Begum	Khadria Book Dept, Gulbarga.	Rs. 1—50	All the 20 Districts
X	Higher Secondary Opt. Chemistry	do	do	Rs. 1—50	do

4874 ....., For *Director.*

MISCELLANEOUS DEPARTMENTS

OFFICE OF THE ASSISTANT ENGINEER, PUBLIC HEALTH ENGINEERING SUB DIVISION, No. 559 THEOBALD ROAD, NAZARBAD, MYSORE.

Notification dated 25th July 1965.

No. EST/PHE/65-66 The Public Health Engineering Sub-Division at Mysore as sanctioned under the new Reorganisation of P.H.E. Units, *vide* Government Order No. PWD 169 SCO 64, dated 8th March 1965 and formed on the forenoon of 7th June 1965 is now located at the following address.

This Sub-Division has got jurisdiction over Public Health Engineering works in the entire District of Mysore excepting the maintenance of water supply to Mysore City.

All the confidential and Demi-official letters intended to the Assistant Engineer, Public Health Engineering Sub-Division, Mysore, may please be addressed as below.—

"Shri A. Selvaraj, B.E., Assistant Engineer, Public Health Engineering Sub-Division No. 559, Theobald Road, Nazarbad, Mysore-1."

A. SELVARAJ, *Assistant Engineer.*